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## EXHIBIT H MAINTENANCE PLAN

### **INTRODUCTION**

This Maintenance Plan between insert concessioner name (hereinafter referred to as the "Concessioner") and the National Park Service (hereinafter referred to as the "Service") sets forth the maintenance responsibilities of the Concessioner and the Service with regard to those lands and facilities within Denali National Park (hereinafter referred to as the "Area") that are assigned to the Concessioner for the purposes authorized by the Contract. In the event of any apparent conflict between the terms of the main body of the Contract and this Maintenance Plan, the terms of the Contract, including its amendments, will prevail. Full compliance with the requirements of this Maintenance Plan is required in order to satisfy the Concessioner's Maintenance obligations under the terms of the Contract.

This plan will remain in effect until superseded or amended. It will be reviewed annually by the Superintendent in consultation with the Concessioner and revised as determined necessary by the Superintendent of the Area. Revisions may not be inconsistent with the terms and conditions of the main body of the Contract. Any revisions must be reasonable and in furtherance of the purposes of this Contract.

### **PART A – GENERAL STANDARDS**

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#### **1) General Concession Facilities Standards**

Pursuant to the Contract, the Concessioner is solely responsible for the maintenance of all Concession Facilities to the satisfaction of the Service. Compliance with the terms of this Maintenance Plan is required for this purpose.

The Concessioner must conduct all maintenance activities in compliance with Applicable Laws. Applicable Laws include, but are not limited to Service standards, DOI and NPS Asset Management Plans, NPS Management Policies, and manufacturer recommendations and specifications.

#### **2) Definitions**

In addition to the defined terms contained or referenced in the Contract, the following definitions apply to this Maintenance Plan.

**Asset** – Real Property that the Service desires to track and manage as a distinct identifiable entity. It may be a physical structure or grouping of structures, land features, or other tangible property that has a specific service or function such as an office building, lodge, motel, cabin, residence, campground, marina, etc.

**Capital Improvement** - A Capital Improvement, as further defined in Exhibit A to the Contract, is a structure, fixture, or non-removable equipment provided by the Concessioner pursuant to the terms of this Contract.

**Component** – A portion of an Asset or system.

**Component Renewal/Replacement (CR)** – The planned Replacement of a Component at the end of its Useful Life. Component Renewal/Replacement examples include the replacement of roofs; electrical distribution systems; heating and cooling systems; pavement replacement for roads, parking lots and walkways; and the rehabilitation of windows and/or replacement of windows and doors. Component Renewal/Replacement includes the deconstruction of the existing Component and Replacement with a new Component of equal capability and performance. These actions recur on a periodic cycle of greater than seven years.

**Concession Facilities** - Concession Facilities, as defined in the main body of the Contract, are all Area lands assigned to the Concessioner under the Contract and all real property improvements assigned to or constructed by the Concessioner under the Contract.

**Deferred Maintenance (DM)** – Maintenance that was not timely or properly conducted. Continued Deferred Maintenance will result in Deficiencies.

**Deficiencies** – Defects in an Asset or Component that result when Maintenance is not performed in a timely manner. Deficiencies may not have immediately observable physical consequences, but when allowed to accumulate uncorrected, lead to deterioration of performance, loss of Asset value, or both.

**Environmentally Preferable** - Products or services that have a lesser or reduced adverse effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, productions, manufacturing, packaging, distribution, reuse, operations, maintenance, or disposal of a product or service. Product considerations include, but are not limited to, the environmental impacts of the product's manufacture, product toxicity, and product recycled content including post consumer material, amount of product packaging, energy or water conserving features of the product, product recyclability and biodegradability. These include those products for which standards have been established for federal agency facilities and operations.

**Facility Operations** – Operational actions performed by the Concessioner on a recurring basis that meet daily operational needs of Concession Facilities. Typical work performed under Facility Operations includes janitorial and custodial services, snow removal, operation of utilities, and grounds keeping. Certain Facility Operations requirements may be included in Exhibit B (Operating Plan) to the Contract.

**Feasible** - The ability to provide the equipment, materials or procedures that are required because they are technically possible, economically reasonable, appropriate for the location and the use identified, and consistent with industry best management practices.

**Hazardous Substance** – Any Hazardous Waste, hazardous chemical or hazardous material as defined under Applicable Laws.

**Hazardous Waste** - Any waste defined as such under 40 CFR 261 – 265 or other Applicable Laws.

**Maintenance** – The maintenance of Concession Facilities as described in this Maintenance Plan. Maintenance includes, but is not limited to, actions taken under the following maintenance categories: Component Renewal/Replacement; Recurring Maintenance; Facility Operations; Preventive Maintenance; and Repair.

**Personal Property** – For purposes of this Maintenance Plan, manufactured items of independent form and utility including equipment and objects solely for use by the Concessioner to conduct business. Personal Property includes, without limitation, removable equipment, furniture and goods, necessary for Concessioner operations under the Contract. Personal Property may be Government assigned property.

**Preventive Maintenance (PM)** – Planned, scheduled periodic maintenance activities that are performed weekly, monthly, quarterly, semi-annually, or annually on selected Assets or Components, typically including, but not limited to, inspection, lubrication, and adjustment.

**Recurring Maintenance (RM)** – Planned work activities that reoccur on a periodic cycle of greater than one year to sustain the useful life of an Asset or Component. Typical projects include, but are not limited to painting, pump and motor replacement, cleaning, repair and replacement of lighting, engine overhaul, replacement of carpeting, and refinishing hardwood floors.

**Repair** – Work undertaken to restore damaged or worn out Assets or Components to a fully functional operating condition.

**Repair and Maintenance Reserve** – A Concessioner reserve account that is established in the main body of this Contract. Repair and Maintenance Reserve funds may only be used to carry out Component Renewal on a project basis that is authorized in writing by the Service and that is non-recurring within a seven-year time frame. Repair and Maintenance Reserve funds may not be expended to construct or install Capital Improvements.

**Replacement** – Exchange or substitution of one Asset or Component for another that has the capacity to perform the same function at a level of utility and service equivalent to the original Asset or Component.

**Solid Waste** - Discarded household and business items such as product packaging, grass clippings and other green waste, furniture, clothing, bottles, food scraps, newspapers, white goods and other appliances. It is more commonly

referred to as trash, garbage, litter, or rubbish. The term "Solid Waste," as used in this Maintenance Plan, does not include sewage, septic sludge, Hazardous Waste, Universal Waste and miscellaneous maintenance wastes such as used oil, tires and lead-acid batteries.

**Sustainable Design** - Design of physical objects, the built environment, and services to reduce the negative impacts on the environment throughout their life-cycle. The basic objectives are to reduce consumption of non-renewable resources, minimize waste, limit impact on the local and global ecosystem and create healthy, productive environments.

**Sustainable Practices/Principles** - Those choices/decisions, actions and ethics that will best achieve ecological/biological integrity; protect qualities and functions of air, water, soil, and other aspects of the natural environment; and preserve human cultures. Sustainable Practices allow for use and enjoyment by the current generation, while ensuring that future generations will have the same opportunities.

**Useful Life** – The serviceable life of an Asset or Component.

**Universal Waste** – Any waste as defined under Applicable Laws, including but not limited to, 40 CFR § 273. Such waste includes but is not limited to mercury-containing materials such as thermostats, mercury containing lamps such as fluorescent, high intensity discharge, sodium vapor, mercury vapor, lamps, cathode ray tubes (CRTs) from computers and televisions, nickel-cadmium and sealed lead-acid batteries and waste pesticides.

**Waste Prevention** - Any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste Prevention also refers to the reuse of products or materials.

**Waste Reduction** - Preventing or decreasing the amount of waste being generated through Waste Prevention, recycling, or purchasing recycled and Environmentally Preferable products.

### 3) Concessioner Responsibilities

#### A) General

- (1) The Concessioner must undertake Maintenance of Concession Facilities to the satisfaction of the Service, including, without limitation, compliance with the requirements of this Maintenance Plan.
- (2) All Maintenance must be undertaken in accordance with Applicable Laws, including without limitation, applicable building and safety codes. All personnel conducting Maintenance must have the appropriate skills, experience, licenses and certifications to conduct such work.
- (3) The Concessioner, where applicable, must submit project plans to the Service that are stamped by a Professional Engineer or Registered Architect licensed in the applicable State.
- (4) The Concessioner, where applicable, must obtain the appropriate permits required by State or local law, U.S. Environmental Protection Agency, and other regulatory agencies and provide copies of the permits to the Service.
- (5) The Concessioner must conduct Maintenance activities in a manner that, to the extent feasible, minimizes environmental impact and utilizes principles of Preventive Maintenance, Waste Prevention and Waste Reduction, Sustainable Design and Sustainable Practices/Principles and incorporates best management practices.
- (6) The Concessioner must follow those LEED (Leadership in Energy and Environmental Design) standards set for achieving a silver rating for applicable maintenance. However, the Concessioner is not required to apply for and receive third-party verification or certification of LEED compliance.
- (7) The Concessioner must comply with the Americans with Disabilities Act and the Architectural Barriers Act guidelines where applicable.
- (8) The Concessioner must not construct or install real property improvements as defined in the regulations (including, without limitation, Capital Improvements) as part of Maintenance or otherwise except in compliance with all terms and conditions of the Contract, including without limitation, the provisions of Exhibits A and F.
- (9) The Concessioner must comply with the Repair and Maintenance Reserve procedures and requirements set forth in Exhibit F to the Contract prior to and after expending Repair and Maintenance Reserve funds.

- (10) The Concessioner may perform emergency repairs without prior Service approval as long as appropriate documentation follows within one business day.

**B) Environmental, Historic, and Cultural Compliance**

- (1) Certain Maintenance actions may be subject to compliance procedures under the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and other Applicable Laws.
- (2) Any proposed Maintenance actions that require review under these procedures must be submitted to the Service by the Concessioner in the format required.
- (3) The Concessioner may be required to prepare an environmental assessment, environmental impact statement, or related documents at its expense for certain Maintenance actions. The Service will assist the Concessioner on proper process and procedure.

**4) Maintenance Tracking**

- (1) The Concessioner must schedule and track completion of all of the Concessioner's Maintenance actions and associated expenditures in an electronic format acceptable to the Service that is capable of effectively providing the Service the Maintenance information required by this Maintenance Plan.
- (2) The Concessioner must provide the Service with requested Maintenance information on a frequency determined by the Service in an electronic format defined by the Service. This information may include, but is not limited to: (1) outstanding Deferred, Recurring, Preventive, scheduled, and unscheduled Maintenance and Component Renewal by Asset; and (2) budgeted and actual expenditures by Asset for Deferred, Recurring, Preventive, scheduled, and unscheduled Maintenance and Component Renewal. The Service, in consultation with the Concessioner, will define the specific requirements for providing requested information, including data export formats, required fields, and data structure.
- (3) The Concessioner must fully develop, implement, and administer a Computerized Maintenance Management System (CMMS) within the first year of the Contract and use it to track the condition and work associated with Concession Facilities in accordance with this Maintenance Plan and upon direction from the Service. The Concessioner must use the CMMS to record all Maintenance and/or construction performed on Concession Facilities and must ensure that the Service has proper access to and use of all data recorded in the CMMS during the Contract term and for a period of five (5) years thereafter. ]

**5) Concessioner Inspections**

The Concessioner must conduct annual inspections of Concession Facilities to determine compliance with this Maintenance Plan and to develop future Maintenance requirements.

**6) Annual Concessioner Maintenance Plan (ACMP)**

The Concessioner must provide the Service on an annual basis (for Service review and approval) a proposed Annual Concessioner Maintenance Plan for the next calendar year applicable to all Concession Facilities. The Concessioner must deliver the proposed revised ACMP to the Service on or before **February 15** of each year. The ACMP must include the following information.

**A) Maintenance Action Information**

The ACMP must include the following Maintenance action information:

- (1) *Preventive Maintenance*. The proposed ACMP must include PM actions, procedures and schedules that ensure proper Preventive Maintenance of all Concession Facilities. At a minimum, the PM actions, procedures and schedules must include summary procedures for each Asset, including, but not limited to, roofs, building envelopes, and mechanical equipment.
- (2) *Recurring Maintenance*. The ACMP must include Recurring Maintenance actions, procedures and schedules for Recurring Maintenance to be performed.
- (3) *Scheduled Repair*. The proposed ACMP must include actions, plans and procedures for scheduled Repair of Concession Facilities.
- (4) *Unscheduled Repair*. The ACMP must include a service call procedure and method to prioritize service calls for unscheduled Repairs.
- (5) *Component Renewal/Replacement*. The proposed ACMP must include actions, plans and procedures for Component Renewal/Replacement.
- (6) A description of the Deferred Maintenance (and any resulting Deficiencies) that are to be cured under the terms of the proposed ACMP.

- (7) Inspection plans and procedures that demonstrate how the Concessioner will oversee the conduct of Maintenance during the next calendar year.

**B) Projected Maintenance Expenditures**

The ACMP must also include the Concessioner estimated expenditures associated with the proposed ACMP, including, without limitation, a breakout of labor, materials, contracted services, and indirect costs on an Asset basis applicable to each Maintenance category set forth above.

**7) Annual Concessioner Maintenance Reporting (ACMR)**

The Concessioner must provide the Service with an Annual Concessioner Maintenance Report that covers all Concession Facilities and presents the Maintenance accomplished during the previous calendar year. The Concessioner must deliver the report to the Service on or before **November 1** of each year. The ACMR must include the following elements:

**A) Maintenance Actions**

The ACMR must include a summary of all Maintenance actions by applicable Asset and Maintenance category that were completed in the previous calendar year, including, without limitation, actions to cure Deferred Maintenance (and any resulting Deficiencies).

**B) Maintenance Expenditures**

The ACMR must include the Concessioner's expenditures associated with Maintenance by applicable Asset and Maintenance category for the previous calendar year, including, without limitation, expenditures to cure Deferred Maintenance (and any resulting Deficiencies).

**8) Repair and Maintenance Reserve Plans and Reports**

In addition to applicable Repair and Maintenance Reserve expenditure approval requirements set forth in Exhibit F to the Contract, the Concessioner must provide the Service with the following plans and reports:

**A) Multiyear Repair and Maintenance Reserve Plan**

The Concessioner must provide the Service (for review and approval) with a Multiyear Repair and Maintenance Reserve Plan that covers all Concession Facilities. The Concessioner must update the plan as requested by the Service but no less frequently than once per year. The Concessioner must deliver the plan to the Service on or before **February 15** of each year. The plan must include:

- (1) A forecast, by year, of projects that will use Repair and Maintenance Reserve funds for the next five years, or over the remaining life of the Contract, whichever is shorter.
- (2) The plan must provide for expenditure of all funds the Concessioner must deposit into the Repair and Maintenance Reserve prior to the expiration of the Contract.

**B) Repair and Maintenance Reserve Status Reports**

The Concessioner must submit a monthly report on the status of projects funded by the Repair and Maintenance Reserve by the First day of each month and an annual summary report by **November 1** of the following year.

**9) Personal Property Report**

The Concessioner must provide the Service with a planned Personal Property replacement, rehabilitation, and repair schedule for the next calendar year annually by **March 15** for review and approval of the Service. The plan must include the specifications, item description, estimated date of replacement, estimated replacement cost, expected life of replacement property, and expected salvage value of replaced Personal Property at time of replacement.

**10) Service Responsibilities**

Nothing in this Maintenance Plan will be construed as requiring the Service to conduct Maintenance of Concession Facilities of any kind except as otherwise expressly stated by the terms of this Maintenance Plan. Part B of this Maintenance Plan may describe certain Service responsibilities for particular elements of Maintenance of Concession Facilities. Any approval or consent given by the Service, whether of any plan, permit, report, inspection, or otherwise, under this Maintenance Plan does not relieve the Concessioner or the Concessioner's contractors of any responsibility for any errors or omissions or from the responsibility to comply with the requirements of this Maintenance Plan or the Contract.

A) **Inspections**

The Service from time to time (as determined necessary by the Service but no less than annually) will inspect the condition of Concession Facilities and the progress and quality of Maintenance activities. The Concessioner must provide qualified personnel to accompany the Service when a Concession Facilities inspection is performed.

B) **Evaluation of Concessioner Maintenance**

The Service will provide the Concessioner with an annual evaluation of Concession Facilities. The Service will provide the evaluation to the Concessioner as a record of Concession Facilities condition documenting the Concessioner's compliance with its obligation to perform all necessary Maintenance, including, without limitation, Annual Concessioner Maintenance Plan (ACMP) actions. The findings and results of the evaluation will become part of the basis of evaluating Concessioner performance under the "NPS Concessioner Annual Overall Rating" program.



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**PART B – AREA SPECIFIC RESPONSIBILITIES**

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**1) Concessioner Responsibilities****A) Deferred Maintenance**

The Concessioner must cure all Deferred Maintenance as identified by the Service within the first year of Contract execution.

**B) Facility Maintenance****(1) Facility Operating Schedule**

- a) Season Start-up. The Concessioner must attend an annual meeting scheduled by the Service to occur in February or March of each year to schedule opening operations. The Service will present its opening schedules for water and sewer and any Service projects that may affect Concessioner operations.
- b) The Concessioner must present its schedule for the opening of seasonal housing and water/sewer needs by **March 15** for all operations authorized within the Contract.
- c) Standard Operations Procedures for Start-up and Shut-down. The Concessioner must develop standard operating procedures for the start-up and shut-down of each facility in cooperation with the Service.

**(2) Painting**

- a) Frequency. The Concessioner must prepare for and paint or stain previously painted exterior surfaces no less than once every five (5) years, and interiors not less than once every seven (7) years, unless otherwise approved by the Service. The Concessioner will paint or stain more frequently if necessary to be consistent with the manufacturer's recommendations or the International Property Maintenance Code (IPMC). The Concessioner will paint or stain more frequently if determined necessary during annual maintenance inspections.
- b) Products. Paint products must be of a "best quality" from a major manufacturer and a type and color that are readily available on the open market and approved by the Service. The Concessioner must utilize reprocessed, low volatile organic content (VOC), latex coatings when technically feasible and appropriate. The Concessioner must not use oil based paints without the prior written approval of the Service.
- c) Paint Color. The Concessioner must obtain Service approval prior to changing any paint colors.

**(3) Flooring**

- a) Cleanliness. The Concessioner must keep floors clean and free of litter and stains.
- b) Maintenance. Vinyl floor coverings must be clean, waxed, or buffed, free of cracks, chips, and worn places. Masonry or flagstone grouting must be clean and in good repair. Wood floors must be clean and waxed or otherwise sealed.

**(4) Carpet**

- a) Replacement. The Concessioner must replace carpeting at a minimum frequency of every seven (7) years unless otherwise approved by the Service. The carpeting will be replaced more frequently if determined necessary by the Service due to wear and tear, or if necessary in order to be consistent with manufacturer's recommendations.
- b) Material. All carpet and carpet backing must contain postconsumer recycled content, low VOC carpet mastic where feasible and appropriate. Carpet must be installed using water-based adhesives where feasible and appropriate.

**(5) Interior**. The Concessioner must keep all interior spaces clean, properly illuminated, and well maintained, including, at a minimum, the following:

- a) Walls and Ceilings. The Concessioner must maintain and repair interior paneling, trim, walls, wall coverings (vinyl, paper and/or paint), and ceilings. All defective interior surface conditions, including cracked or loose plaster, discolored surfaces, and decayed wood, must be repaired or replaced.
- b) Windows. Windows must be clean and unbroken. Caulking, paint/stain and sealants must be clean and in good repair.
- c) Utility Systems. The Concessioner must maintain, service, repair, or replace the utility systems and fixtures to including water, sewer, heating, plumbing, and electrical systems. All maintenance

and replacement work must be in accordance with applicable laws, codes, and manufacturer's recommendations.

- d) Appliances & Equipment. The Concessioner must maintain, service, and repair per manufacturer's recommendations or, if manufacturer's recommendations are unknown, best practices for all Concessioner-operated appliances, machinery, equipment, and associated materials. The Concessioner will replace these items as needed.
  - e) Interior Lighting. The Concessioner must maintain interior lighting as appropriate for its use.
    - i. The Concessioner must replace lights with energy conserving light bulbs. Exit light bulbs must be replaced with light emitting diode (LED) lights.
    - ii. Where feasible and appropriate, the Concessioner must use photo and/or motion sensors for lighting systems.
- (6) *Other Routine Interior Maintenance*
- a) The Concessioner must have a professional inspection of active chimneys and exhaust ducts on an annual basis, and must clean and maintain flues and ducts as needed.
  - b) The Concessioner must inspect and clean all cooking range and grill hoods on a monthly basis or more frequently as needed. Grease, oils and other flammable materials must not be allowed to accumulate.
  - c) The Concessioner must inspect, clean and adjust boilers annually or more frequently as needed.
  - d) The Concessioner must clean building interiors, equipment and facilities on a daily basis when in use. Interior surfaces, including windows and doors, must be maintained to ensure good, clean and sanitary conditions.
  - e) The Concessioner must ensure that each employee housing unit is thoroughly cleaned at the end of each operating season.
- (7) *Exterior.* The Concessioner must maintain the structural and architectural integrity of the Concession Facilities, including performing the following activities.
- a) Doors & Windows. The Concessioner must routinely inspect and maintain doors and windows, including locks, latches, hinges, seals and glass, to prevent moisture from causing deterioration of materials or structural damage to the building and to ensure that they are operational and energy efficient.
  - b) Roofs. The Concessioner must inspect and maintain roofs on an annual basis to ensure that roofing materials are intact and free of deterioration. The Concessioner must ensure that roofs are not jeopardized by overhanging tree limbs.
  - c) Gutters & Downspouts. The Concessioner must ensure that gutters and downspouts remain attached to each of the buildings. The Concessioner must inspect and clean gutters, downspouts and roof drains annually, at a minimum, to maintain the system free of obstructions. Preventative maintenance measures must include the monitoring and mitigation of snow loads and ice build-up.
  - d) Siding, Walls, & Trim. The Concessioner must routinely inspect and maintain siding to prevent moisture from entering the building or causing deterioration of the siding material. The Concessioner must maintain the walls and trim of Concession Facilities in satisfactory condition.
  - e) Structural Ventilation. The Concessioner must inspect and maintain structural ventilation on at least an annual basis to ensure air circulation as designed. Foundation vents and access doors must be kept screened to ensure adequate ventilation while excluding wildlife.
  - f) Foundations & Exterior Walls. The Concessioner must inspect foundations, building piers and exterior walls on an annual basis to ensure they are structurally sound and maintain them to prevent settlement or displacement. The Concessioner must maintain mortar joints on all chimneys and steps and repoint as needed.
  - g) Exterior Features. The Concessioner must inspect exterior features and maintain, repair and/or replace all broken, rotted, or otherwise deteriorating exterior features on buildings, including, but not limited to: window casings, porches, decks, steps, stairs and siding.
  - h) Exterior Lighting. All lights must be shielded to cast light downward (exterior lighting must provide the minimum necessary lighting for visitor and employee safety, and security of facilities) in order to protect the night sky. The Service must approve New and replacement lighting must

be approved by the Service prior to installation. The Concessioner must use energy efficient lighting where feasible.

**C) Utilities**

- (1) *Opening & Closing of Utilities.* The Concessioner must open (including steaming), close and winterize those portions of the utility systems assigned to the Concessioner.
  - a) The Concessioner must repair damage to utilities resulting from improper winterization.
  - b) The Concessioner must provide Service access to waterline valves as needed for spring opening.
- (2) *Electrical.* The Concessioner must maintain all secondary electrical lines and equipment (conduit, fuses, panels, switches, transformers, lines, etc.) within the Concession Facilities from the customer side of the electric meter. Any modification to the branch wiring and electrical panels, beyond routine maintenance, requires written approval from the Service.
  - a) The Concessioner must use a licensed electrician for all electrical projects other than minor repairs.
  - b) The Service will inspect all projects that require a licensed electrician.
- (3) *Telephone.* The Concessioner must provide and maintain all telephone services, equipment and lines within and for Concession Facilities, including wiring on the user side of connections and panels.
- (4) *Water.* The Concessioner must maintain and repair the water system infrastructure within its Concession Facilities from the customer side of the water meter.
  - a) The Concessioner must activate, deactivate, and winterize system components as necessary, as part of normal Maintenance. The Concessioner is responsible for the performance of all maintenance and repair of all water system components, including backflow prevention devices, on the Concessioner side of the meter.
  - b) The Concessioner must repair or replace, as directed by the Service, any water system damage within Concession Facilities and damage occurring beyond the Concession Facilities that results from actions of the Concessioner, its employees, agents, or contractors.
  - c) The Concessioner must comply with Alaska Department of Environmental Conservation Health guidelines when reopening and/or repairing drinking water distribution systems.
  - d) The Concessioner is responsible for the repair of leaks within Concession Facilities on the customer side of the water meter. If water usage data indicates water use in excess of average use, it is the Concessioner's responsibility to investigate and mitigate leaks or other issues.
- (5) *Fire Sprinkler Systems.* The Concessioner is responsible for inspecting, testing and maintaining the systems from the first sprinkler isolation valve inside the building. The Concessioner must have the systems (including standpipe(s)) inspected annually by a state certified inspector and provide copies of the inspection reports to the Service.
- (6) *Sewer.* The Concessioner must maintain exterior lines and laterals from Concession assigned facilities to the first manhole serving each building.
  - a) The Concessioner must obtain written approval from the Service prior to tapping any sewer mains.
  - b) The Concessioner must clear stoppages and make repairs within the Concession buildings to the first manhole serving each building.
- (7) *Grease Traps.* The Concessioner must clean and maintain grease traps to ensure that grease is not entering the collection system. The Concessioner is responsible for grease trap pumping.
- (8) *Vault & Portable Toilets.* The Service will pump the toilets and vaults on the Concession Land Assignment and bill the Concessioner as a utility. The Concessioner is responsible for providing temporary toilet facilities within the Concession Land Assignment as needed.
- (9) *Recreational Vehicle Dump Station*
  - a) The Concessioner must maintain the sewer line from the dump station islands to the first manhole.
  - b) The Concessioner must maintain the dump station lateral water line from the valve at the main water line upstream to and including the stanchions at the station islands.
  - c) The Concessioner is responsible for the winterization and start-up of the dump and water fill station. This includes the installation, removal, and storage of the reduced pressure device (RPD) at the beginning and end of each season, as applicable.

- d) The Concessioner must test and maintain the reduced pressure device annually.
- e) The Concessioner must meet ADEC (Alaska Department of Environmental Conservation) and the Service requirements by ensuring that 90 degree brass bend nozzles are installed on the end of each stanchion hose and that an atmospheric vacuum breaker is installed on the top of the metal standpipe on each stanchion to prevent cross-connection contamination.
- f) The Concessioner must make timely notification to the Service in the event of any sewage spillage in excess of more than a 100 square foot area.

(10) *Fuel Storage Tanks*

- a) The Concessioner is responsible for Maintenance of all above ground storage tanks (ASTs), underground storage tanks (UST's), propane tanks and associated equipment, such as underground and aboveground piping, hoses, and dispensing systems within Concessioner Facilities.
- b) The Concessioner must receive prior written approval from the Service for any work involving fuel storage tanks, including but not limited to tracer probes, monitoring wells, removal of contaminated soil, ground water remediation work, temporary closures, status changes and tank modifications, etc.
- c) The Concessioner must conduct visual inspections and other associated leak detection actions in accordance with Applicable Laws and responsibilities and procedures outlined in the Service's Spill Prevention, Control and Countermeasure (SPCC) Plan for the Area. The Concessioner must immediately report all spills to the Service and the State per Service regulations.
- d) The Concessioner must escort heating fuel deliveries and inspect storage tanks at the time of every fuel delivery to ensure the equipment is in good working order and no spills have occurred.
- e) The Concessioner must maintain and service the ASTs systems in accordance with Applicable Laws at a minimum, including but not limited to 40 CFR §280 and NFPA 30A. The release detection systems, including the overfill alarms and shut-off devices, must be properly working and enabled at all times.
- f) The Concessioner must provide and maintain all propane services within and for Concession Facilities including piping, tanks, regulators, pads, fencing and associated equipment.

(11) *Utility System Changes*

- a) The Concessioner must present any proposed redesign, change or modification to any utility system to the Service for approval prior to installation.
- b) The Concessioner is responsible for the extension of utility services into the Concession Facilities.

**D) Signs**

- (1) *Responsibilities.* The Concessioner must provide, and replace as necessary, all interior and exterior signs relating to its operations and services within the Concession Facilities. Examples are signs identifying the location of functions within Concession Facilities, signs identifying operating services and hours including bus schedules, and signs identifying Concession rules or policies.
- (2) *Location and Type.* The Concessioner must ensure its signs are appropriately located, accurate, attractive, and well maintained. The Concessioner must prepare its signs in a professional manner, appropriate for the purpose they serve, and consistent with Service guidelines and standards, including but not limited to, Directors Order 52C, Park Signs. The Concessioner must obtain written Service approval prior to any new sign installation.
- (3) *Temporary Signs.* The Concessioner must replace any defaced or missing sign within seven days. If the sign addresses a life safety issue, the Concessioner must replace it immediately with a professional looking temporary sign. The Concessioner may not use a handwritten or paper sign unless the Service approves an exception.

**E) Grounds, Landscaping, & Pest Management**

(See Part C of this Plan for additional pest management requirements).

- (1) *Pickup.* The Concessioner must provide litter and debris pickup within assigned areas, including grounds, roads, sidewalks, and parking lots daily or more frequently if needed during the operating season.
- (2) *Storage.* The Concessioner must properly store excess building materials and supplies to provide minimum visual impact.

- (3) *Maintenance.* The Concessioner must properly conduct routine grounds maintenance of exterior property and premises, and keep the interior of every structure free of accumulation of rubbish and garbage. The Concessioner must:
- Landscape grounds in accordance with a plan developed by the Concessioner and approved by the Service. The Landscape Plan is due by **May 15** annually.
  - Maintain lawn areas, trim shrubs to control excessive growth, and water vegetation alongside buildings to provide an acceptable public appearance. New plants, plantings, and other landscape improvements/additions are the responsibility of the Concessioner.
  - Ensure adequate steps are taken to prevent the introduction and importation of exotic plants and species into the Area, in accordance with the *Native Plant Revegetation Manual for Denali National Park & Preserve*.
  - Maintain vegetation to provide safe access to or from assigned facilities. Work shall include: the removal of overhanging trees or brush that impede walkways or roadways, removal of overhanging trees or brush that scrape the sides of vehicles or do not allow pedestrians and vehicles to safely pass one another along the road edge (campgrounds), removal of hazard or leaning trees that could fall on visitors or their vehicles. The Concessioner must trim the vegetation around corners, at intersections and crosswalks, and within vegetated islands to maintain safe sight distance.

**F) Garbage**

- (1) *Collection.* The Concessioner must provide garbage collection containers throughout the Concession Facilities. All containers must be wildlife-resistant. Specifications for these containers can be found in the *Denali National Park and Preserve Bear-Human Conflict Management Plan* (herein identified as "Bear-Human Conflict MP") developed in (2003). All containers must be kept clean and in good condition. Lids must fit tightly and not be bent or misshapen. Latches (including padlocks, bolts, catches, fasteners, etc.) must be present and in good working order. Adjacent areas must be free of spills and waste, and reasonable efforts at controlling odors must be made. At a minimum, the following are required:
- Garbage containers must be conveniently placed in the campgrounds within the Concession Facilities for visitor and employee use.
  - Garbage containers must be placed at the base of each stairwell on the Northern Lights and Midnight Sun dorms. Additional containers must be placed throughout the housing area as needed.
- (2) *Pickup and Removal.* The Concessioner is responsible for the garbage and trash pickup, and solid waste removal within the Concession Facilities, including the interior and exterior of buildings as frequently as needed. Receptacles must never be overflowing and trash must be removed from the ground daily.
- (3) *Transport.* The Concessioner is responsible for the transportation of all garbage, trash and solid waste generated on Concession Facilities. The Concessioner must use a wildlife resistant vehicle and waste material must be disposed of in a state-permitted landfill.

**G) Food Storage**

- (1) The Concessioner must provide and maintain camper food storage containers within campgrounds throughout the Concession Facilities. All of these containers must be wildlife-resistant (bear-proof). General guidelines for these containers can be found in the Bear-Human Conflict MP. All containers must be kept clean and in good working order, the adjacent areas must be free of spills and waste, and reasonable efforts at controlling odors must be made. At a minimum, the following are required:
- Food storage lockers must be conveniently located for park visitors at the campgrounds within the Concession Facilities.
  - Signs must be displayed on the lockers to clearly describe how to operate, the purpose of the container and what items may be stored inside.

**H) Campgrounds & Restrooms**

- (1) Before the first operating season, the Concessioner must submit its Campground Maintenance Service Standards for these facilities to the Service. The Concessioner will update these standards, annually by **May 1**.

- (2) Restrooms must be clean and paper goods stocked at all times.
- (3) The Concessioner must obtain approval in writing from the Service prior to any campground/campsite re-design, change or modification.
- (4) The Concessioner must clean campground fire pits as needed to mitigate the presence of wildlife attractants and to provide for safe use of the fire pits.
- (5) The Concessioner must install snow poles or markers in the campgrounds prior to snow plowing operations. The Concessioner must remove the snow poles prior to the summer season.

**I) Roads, Trails, Walkways, and Parking Areas**

- (1) The Concessioner must maintain and repair roads, trails, walkways and parking areas within the Concession Facilities. All walking and driving surfaces must be free of ruts, potholes, open cracks, trip hazards, and low spots that collect standing water. Maintenance responsibilities include, but are not limited to: patching, shimming and providing gravel or asphalt as needed. Pavement edges and gravel road shoulders must be maintained to eliminate soft shoulders, pavement undermining, and unraveling. The Concessioner must maintain drainage systems regularly. Culverts must remain unplugged and provide positive drainage away from the road or walkway structure, and must be repaired as needed. The Concessioner must conform to Architectural Barriers Act-Accessibility Standards (ABAAS) requirements on designated accessible routes.
- (2) The Concessioner must maintain bumper logs, bituminous curbing and concrete islands within the Concession Facilities.
- (3) The Concessioner must maintain all parking lot striping, stop bars, crosswalks, fog lines, directional arrows, handicap symbols and centerline markings within the Concession Facilities.
- (4) The Concessioner must obtain approval from the Service prior to applying dust abatement materials.
- (5) The Concessioner must provide and maintain adequate exterior lighting in appropriate locations to ensure safe nighttime walking. Installation of additional lighting may occur only with prior written approval of the Service. All lighting within Concession Facilities must meet Service standards for Night Sky compliance.
- (6) The Concessioner must remove snow from entranceways, porches and walkways of assigned buildings during the operating season. The Concessioner must ensure safe foot passage by sanding and/or de-icing walkways. Any chemicals used for de-icing must be approved by the Service prior to use.
- (7) The Concessioner must keep paved roads, parking areas, walkways and sidewalks free of loose gravel, leaves and other debris within Concession Facilities.
- (8) The Concession must place snow poles within Concession Facilities prior to each winter to mark objects that need protection from snow plowing equipment. The Concessioner must remove the snow poles prior to the beginning of the summer season.
- (9) The Concessioner must maintain roads, including snow removal, in such a manner as to allow reasonable access on a year-round basis to the Wilderness Access Center and the Riley Creek Mercantile for the purposes of emergency operations such as structural firefighting.
- (10) The Concessioner must plow and provide access to at least one loop of the Riley Creek campground for primitive winter camping.

**J) West End Operations**

- (1) *Toklat Dispatch Housing*. The Toklat Dispatch Housing facility consists of two housing units. The Service will charge the Concessioner for utilities in accordance with DO 35B.
- (2) *Wonder Lake Trailer Pads*. The Service will charge the Concessioner for utilities in accordance with DO 35B to include propane and garbage removal.
- (3) *Utility Rates*. The utility rate charged per location is established by the current Service policy described in DO 35b. A bill of collection will be sent in August for the entire operating season. The payment is due by **September 15th** of each year.
- (4) *Opening and Closing Facilities*. The Concessioner is responsible for the seasonal opening and closing of its Toklat and Wonder Lake facilities.

**2) Service Responsibilities**

**A) Water and Sewer**

- (1) The Service will build, operate, and maintain water and wastewater treatment facilities.

- (2) The Service will assist with the location and identification of water and sewer lines and make repairs if the damaged section is within an area of Service responsibility.
- (3) The Service is responsible for all domestic water sampling, testing and treatment.
- (4) The Service will maintain and operate the main water lines up to the water meters in the Concession Facilities.
- (5) The Service will maintain sewer lines downstream from the first manhole serving each building.
- (6) The Service bills the Concessioner for utilities in accordance with its Applicable Laws, including without limitation, Service Policy, including DO 35B, which requires that utility rates charged to the Concessioner reflect actual costs incurred by the Service. The rate shall be determined by the Service by **November 15** of each year and will be in conformance with NPS Director's Order 35B.

**B) Recreational Vehicle Dump Station**

- (1) The Service will maintain the sewer line from the first manhole downstream of the dump station.
- (2) The Service will maintain the water system up to water meter serving the dump station.

**C) Riley Creek Campground**

- (1) *Water.* The Service will repair and maintain water systems up to the building meter for each Concessioner building.
- (2) *Sewer.* The Service is responsible for maintaining sewer lines downstream from the manhole closest to Concessioner buildings.

**D) Savage Campground**

- (1) *Water.* The Service will repair and maintain water systems up to the Concessioner buildings.
- (2) *Sewer.* The Service will maintain sewer lines and treatment facilities downstream from the manhole closest to Concessioner buildings. The Service will provide sewage removal and bill this service to the Concessioner as a utility expense on a monthly basis. The rate shall be determined by the Service by **November 15** of each year and will be in conformance with NPS Director's Order 35B.

**E) Teklanika Campground**

- (1) *Water.* The Service will maintain, test, and monitor the water system at the Teklanika campground. The concessioner will be billed for the utility use.
- (2) *Sewer.* The Service will provide sewage removal and bill this service to the Concessioner as a utility expense on a monthly basis.
- (3) *Plowing.* The Service is responsible for the initial snow plowing at the Teklanika Campground once each spring during Spring Road Opening. The Concessioner must complete subsequent plowing.
- (4) *Snow staking.* The Service will install and remove snow stakes in Teklanika Campground each season.

**F) Sanctuary and Igloo Campgrounds**

- (1) *Sewer.* The Service will provide sewage removal and bill this service to the Concessioner as a utility expense on a monthly basis. The rate shall be determined by the Service by November 15 of each year and will be in conformance with NPS Director's Order 35B.
- (2) *Plowing.* The Service will do the initial snow plowing at the Sanctuary and Igloo Campgrounds once each spring during Spring Road Opening. Subsequent plowing must be completed by the Concessioner.
- (3) *Snow Staking.* The Service will install and remove snow stakes in Sanctuary and Igloo Campgrounds each season.

**G) Primrose Overlook**

- (1) *Sewer.* The Service will provide sewage removal and bill this service to the Concessioner as a utility expense on a monthly basis. The rate shall be determined by the Service by November 15 of each year and will be in conformance with NPS Director's Order 35B.
- (2) *Plowing.* The Service is responsible for the initial snow plowing at the Primrose Overlook once each spring during Spring Road Opening. The Concessioner must complete all subsequent plowing.
- (3) *Snow Staking.* The Service will install and remove snow stakes at Primrose Overlook each season.

**H) Utilities – Other**

- (1) The local electric company will provide electric power, underground power lines and distribution equipment up to the meter.
- (2) The Service is not responsible for power outages and losses and is not responsible for providing alternative or back-up power.

I) **West End Operations**

- (1) *Toklat Dispatch Housing*. The Service will provide utilities on a reimbursable basis established by DO 35B that includes, water, sewer, electricity, garbage removal, and propane.
- (2) *Wonder Lake Overnight Trailers*. The Service will charge the Concessioner for utilities in accordance with DO 35B to include propane and garbage removal.

J) **Signs**

The Service will install and maintain all traffic control and regulatory signs within the Concession Facilities including information signs along roadways, directional signs along trails, and interpretive signing.

K) **Fire Hydrants**

The Service will annually inspect, flush and flow test exterior fire hydrants.



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**PART C – CONCESSIONER ENVIRONMENTAL RESPONSIBILITIES**

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The following Concessioner environmental responsibilities are specified for Maintenance. Park-required Concessioner responsibilities provided in Part B may provide more specific and/or additional environmental requirements. When in conflict, responsibilities described in Part B supersede those identified in this part.

**1) General****A) Air Quality**

- (1) The Concessioner must minimize impacts to air quality in maintenance under this Contract through the use of appropriate control equipment and practices.
- (2) The Concessioner must obtain Service approval to use halon fire suppression systems.

**B) Environmentally Preferable Products, Materials and Equipment**

- (1) The Concessioner must use products, materials and equipment that are Environmentally Preferable where feasible in maintenance. Environmentally Preferable maintenance related products, materials and equipment include but are not limited to re-refined oils, re-tread tires, bio-based lubricants, low-toxicity cleaners and chemical additives for toilets, low-toxicity and recycled antifreeze, safe alternatives to ozone-depleting substances for HVAC equipment, construction and building materials with recycled content, and alternative fuel vehicles.
- (2) The Concessioner must use polystyrene as little as possible and may not use polystyrene that contains chlorofluorocarbons.

**C) Hazardous Substances**

- (1) The Concessioner must minimize the use of Hazardous Substances for Maintenance purposes under this Contract where feasible.
- (2) The Concessioner must provide secondary containment for Hazardous Substances storage where there is a reasonable potential for discharge to the environment. At a minimum, the Concessioner must provide secondary containment for Hazardous Substances located in outside storage areas, in interior storage areas in the proximity of exterior doorways or floor drains, on docks and on vessels.
- (3) All flammable Hazardous Substances materials must be stored in UL approved flammable storage cabinets, rooms or buildings as defined by the National Fire Prevention Association.
- (4) The Concessioner must provide an inventory of Hazardous Substances to the Service annually, by **February 1**, in accordance with Section 6(d)(1) of the Contract. The inventory must identify each substance, location and amounts stored.

**D) Hazardous, Universal and Other Miscellaneous Maintenance Wastes**

- (1) The Concessioner must minimize the generation of Hazardous Waste, Universal Waste and miscellaneous maintenance waste where feasible.
- (2) The Concessioner must recycle Hazardous Waste, Universal Waste, and miscellaneous maintenance wastes, where feasible, including but not limited to, used oil, used oil contaminated with refrigerant, used solvents, used antifreeze, paints, used batteries, and used fluorescent lamps (including CFLs).
- (3) Concessioner must obtain approval from the Service for Hazardous Waste, Universal Waste, and miscellaneous maintenance waste storage area siting and designs.
- (4) The Concessioner must address Hazardous Waste, Universal Waste and other maintenance wastes in its inventory of waste streams, which is required annually in accordance with Section 6(d)(1) of the Contract. The inventory, due by **February 1**, must identify each waste type, locations stored, amount generated annually, amount typically generated per month and amount typically stored on site at any one time.
- (5) The Concessioner must follow small quantity generator (CESQG) requirements as defined in federal regulations, related to container labeling, storage, accumulation times, use of designated disposal facilities, contingency planning, training, and recordkeeping.
- (6) The Concessioner must manage Universal Waste (i.e., storage, labeling, employee training, and disposal) in accordance with federal universal waste regulations irrespective of hazardous waste generator status.

**E) Pest Management**

- (1) The Concessioner must eradicate any pest infestation in personal or other property and in all Concession Facilities, including infestation that requires fumigation/tenting for termites or other pests.
- (2) The Concessioner must conduct pesticide management activities in accordance with NPS Integrated Pest Management (IPM) procedures contained in NPS 77 and the Park IPM Plan.
- (3) The Concessioner must obtain Service approval to control pests utilizing chemicals or by other means. The Concessioner must submit by January 15 of each calendar year a pesticide request form requesting approval of anticipated pesticide use and a Pesticide Use Log which tracks the pesticide use for the current year.
- (4) The Concessioner must obtain Service approval for pesticide storage area siting and design.
- (5) The Concessioner must obtain Service approval to use contracted pesticide applicators.

**F) Solid Waste**

*Litter Abatement*

- (6) The Concessioner must develop, promote and implement a litter abatement program.
- (7) The Concessioner must keep all Concession Facilities free of litter, debris, and abandoned equipment, vehicles, furniture, and fixtures.

**G) Solid Waste Storage and Collection and Disposal**

- (1) The Concessioner must provide, at its own expense, an effective system for the collection, storage and disposal of solid waste generated by its facilities and services as well as the solid waste generated by the visiting public at its facilities.
- (2) To prevent pest attraction and breeding, all Solid Waste from the Concessioner's operations must be adequately bagged, tied and stored in sealed containers.
- (3) Solid Waste collection and disposal must be conducted on a schedule approved by the Service, on a frequency as necessary to prevent the accumulation of waste.
- (4) Solid Waste that is not recycled must be properly transported and disposed of at an authorized sanitary landfill or transfer station.
- (5) The Concessioner must obtain Service approval for any contracted Solid Waste services.
- (6) *Solid Waste Receptacles*
  - a) The Concessioner must locate its Solid Waste containers (i.e., cans, "roll-off" containers/dumpsters, etc.) conveniently and in sufficient quantity to handle the needs of its operations. The Concessioner must not allow waste to accumulate in containers to the point of overflowing.
  - b) Outdoor receptacles must be waterproof, bear resistant, vermin-proof, and covered with working lids. Indoor receptacles should be similarly constructed based on use (i.e., food waste versus office trash).
  - c) The Concessioner must keep its receptacles clean, well maintained, painted in Service-approved colors, and serviceable; containers must be clearly signed; sites must be free of spills, waste, and odors. All Solid Waste containers must remain closed when containers are not in use.
  - d) Concessioner bulk Solid Waste storage/accumulation facilities must be screened from the public.

**H) Solid Waste Source Reduction and Recycling**

- (1) The Concessioner must implement a source reduction program designed to minimize its use of disposable products in its operations. Purchase and reuse of materials is encouraged where feasible as the first choice in source reduction.
- (2) The Concessioner must reuse materials, where allowable under Applicable Laws, where the collection of the materials will not present public health, safety or environmental concerns. Opportunities include the reuse of retail product packaging.
- (3) The Concessioner must develop, promote and implement a recycling program that fully supports the efforts of the Service for all Park specified materials. These include but may not be limited to paper, newsprint, cardboard, bimetal, plastics, aluminum and glass. The program must address large items such as computers and other electronics, white goods and other bulky items.
- (4) The Concessioner must make recycling receptacles available to the public and Concession employees.
- (5) Recycling containers must be waterproof, vermin-proof and covered with working lids as necessary to maintain the quality of the recyclables for market and to prevent vermin from being attracted to the

recycling containers. Containers must be clearly signed; sites must be free of spills, waste, and odors. Lids must be provided with openings or holes sized to limit the types of materials deposited and to minimize contamination in recycling containers.

- (6) The Concessioner must remove all recyclables from the Area and transport them to an authorized recycling center. The Service must approve any recycling services contracted with an independent vendor.
- (7) *Solid Waste Inventory.* The Concessioner must address Solid Waste in its inventory of waste streams, which is required annually in accordance with Section 6(d)(1) of the Contract. The inventory must identify waste types including trash, each category of recyclables, green waste, construction debris, and other Solid Waste streams. The inventory must specify the amount generated by weight, annually.

**I) Water and Energy Efficiency**

- (1) The Concessioner must consider water and energy efficiency in all facility management practices and integrate water-conserving and energy conserving measures whenever feasible.
- (2) In addition to meeting standards established in accordance with Applicable Laws, Concession Facilities equipment and practices must be consistent with water and energy efficiency standards established for federal facilities and operations where feasible. All new equipment must meet Energy Star standards where feasible.
- (3) Where feasible, the Concessioner must replace incandescent light fixtures with energy conserving fixtures.
- (4) As new technologies are developed, the Concessioner must assess these opportunities and integrate them into existing operations where feasible and when there is the potential for increased efficiency, reduced water or energy consumption, or reduced impacts on the environment.

**J) Wastewater**

- (1) The Concessioner must minimize impacts to water quality in maintenance under this Contract through the use of appropriate control equipment and practices.
- (2) The Concessioner must prevent discharges to the sanitary sewer system that could result in pass through of contaminate or that could interfere with the operation of the sanitary wastewater treatment system.
- (3) The Concessioner must maintain assigned wastewater treatment systems on a frequency adequate to ensure proper operation to maintain wastewater quality. The Concessioner must maintain a maintenance log for this wastewater treatment equipment which must be made available to the Service upon request.
- (4) The Concessioner must minimize the storage of equipment and materials in the Concession Facilities in a manner that would cause storm water contamination (i.e., storage outside without weather protection).

**K) Fuel Storage Tanks**

- (1) The Concessioner must install and maintain leak detection methods and/or systems for all Concessioner-assigned fuel tanks, associated equipment such as underground and above ground piping, hoses, and dispensing systems in accordance with all ADEC and EPA laws and regulations.
- (2) The Concessioner must provide breakaway devices for all fuel dispensing system hoses.
- (3) The Concessioner must submit all plans to conduct work to the Service for approval prior to starting any work involving fuel systems, tank, soil or ground water remediation.

## **PART D – CONCESSIONER REPORTING RESPONSIBILITIES**

### **1) General**

The following chart summarizes the plan and reporting dates established by Parts A, B and C of this Maintenance Plan.

<b>Report or Plan</b>	<b>Schedule</b>	<b>Due Date</b>
Part A – Annual Concessioner Maintenance Plan (ACMP)	Annual	February 15
Part A – Annual Concessioner Maintenance Reporting (ACMR)	Annual	November 1
Part A – Multiyear Repair and Maintenance Reserve Plan	Annual	February 15
Part A – Repair and Maintenance Reserve Status Reports	Monthly & Annual	November 1
Part A – Personal Property Report	Annual	March 15
Part B – Start-up/Shut down Schedule	Annual	March 15
Part B – Landscape Plan	Annual	May 15
Part B – Campground Maintenance Service Standards	Annual	May 1
Part C – Pesticide Use Report	Annual	January 15
Part C – Pesticide Use Approval(s)	Annual	January 15
Part C – Inventory of Hazardous Substances	Annual	February 1
Part C - Inventory of Waste Streams	Annual	February 1

### **Supplement – ANNUAL WORKPLAN**